

Here are several sentences describing the features of a document presenting a strategy. Based on what we just said, which ones do you agree the most with?

1. It should be concise and should contain an executive summary.
2. It should state general goals without getting into the details on how to achieve them.
3. It should concentrate only on the resources needed to achieve your organization's general objectives.
4. It should include options, outputs and requirements, in order to point out how to achieve the desired objectives.

These three statements refer to different aspects of strategic planning in organizations. Could you match the type of output with the corresponding description? (<i>Match the items on the right with those on the left</i>)	
1) Indicates how a number of information-based activities work and relate to one another, to achieve the desired objectives.	A) Overall (Corporate) strategy
2) Specifies allocation of resources and schedule of activities.	B) Information Strategy
3) It provides a clear vision of what the organization will be, specifying what must be done and the resources required.	C) Implementation plan

There are two main approaches to develop an Information Strategy: firstly the top-down approach lead by management, and secondly the bottom-up approach lead by staff. Each approach has its own advantages and disadvantages. As described here, could you identify which advantage refers to which approach?

1. **TOP-DOWN**

2. BOTTOM-UP

- A. Direct contact with users/audience(s)
- B. Good grasp of overall strategic issues
- C. Awareness of information operations

Tick the correct options A1, A2, B1, B2, C1, C2

The information audit provides background to the Strengths, Weaknesses, Opportunities, and Threats. Which of the following could be related to strengths and weaknesses in a SWOT analysis?

- 1) Development of software
- 2) The Organization's Information Technology resources
- 3) Quality of Information Services
- 4) Demand for Information Services

Tick two correct options O1, O2, O3, O4

Partnerships and networks can often lead to **mutual benefits** for the organisations involved. Nevertheless, there is especially one risk that could put these relationships at stake, and therefore needs to be addressed in advance. Which situation do you consider **more dangerous**?

- 1. A partnership where the organisations involved are active in very different geographical areas.
- 2. A partnership where the organisations are not equally committed to give their contribution.
- 3. A partnership where the organisations have different strategic goals.

Tick the correct option O1, O2, O3

Samar, the young director of research, had to take many decisions when her organization received a large government grant. What conclusions can be drawn from what Samar has said?

- 1. The cost-effective access of information depends on a series of inter-related decisions on policy and procedures.
- 2. The best approach for information access is having a connection to the Internet.

3. Information access is primarily the responsibility of the librarian.

Tick the correct option 1, 2, 3

What do you think are some of the most significant consequences of the fact that information is a commodity?

1. The information market consists of both sellers and buyers, and the consumer (user) should be aware of all acquisition options.
2. Information often comes with a price.
3. In a market environment, an organization should always charge for the information that it distributes.

Tick the correct option 1, 2, 3

Electronic journals are quickly replacing print journals as the medium of choice for many libraries. But even in a digital environment, users still face problems sorting through the large amount of information available. What can an organization do to balance the widest possible availability of information with the practicalities of using it?

1. Limit the number of full-text online journals available.
2. Spend more "information acquisition" funds on bibliographic databases and abstract journals, where users can find references to full-text articles.
3. Spend more "information acquisition" funds on books, because books refer to journal articles.

Tick the correct option 1, 2, 3

Let's take the case of Ms. Heba, the young director of research in an agricultural organization based in Aleppo. She wants to do an "information needs assessment" within her organization. But how? After considerable discussion with her colleagues, she decides that the best method will be a questionnaire sent to staff members. But what should she ask? She sees two options. Which one do you agree with?

1. The questionnaire should ask users to list the information resources that they need.
2. The questionnaire should include a list of potential acquisitions that she has drawn up and ask people to indicate which ones they are most interested in.

Tick the right answer 1,2

If you were a senior manager in a Business College, the mandate of which was mainly education, which of the following descriptions would you categorize as general science, which as core science, and which as professional performance?

1. Textbooks and journals on Business Administration and Marketing.
2. Textbooks on subjects taught to undergraduates.
3. Handbooks and journals on business administration science, as well as information on the local business situation.

Consider the different situations described below. For each one, can you suggest an appropriate option?

1. High quality internet access, low ability to pay for subscriptions.
2. Low quality internet access, low ability to pay for subscriptions.
3. Low quality internet access, high ability to pay for subscriptions.
 - A. Commercial journals and books in print
 - B. Free/low-cost digital materials on the web.
 - C. Free/low-cost materials in print, or on CD-Rom.

F /T

Which of the following statements about consortia are true, and which false?

1. Organizations can be members of only one consortium.
2. The only purpose of a consortium is to lower subscription prices.
3. Libraries can increase the range of their subscriptions at no extra cost by joining a consortium.
4. Being part of a consortium does not necessarily keep an institution from trying to get a better deal elsewhere.

A- Select false or true of the following statements :(1 Mark)

1. The financial analysis for the Information Strategy has to examine income and revenues.
2. Information is a collection of unprocessed data.
3. Study the software applications is part of IT.

4. Changes in IT are ways in which the new information environment affects the administration of information throughout its life cycle
5. Production of information is part of IM.

B- Choose the right answer :(1 Mark)

Specifies allocation of resources and schedule of activities:

- a. Overall (Corporate)
- b. Information Strategy.
- c. Implementation plan.

Common purpose amongst management:

- a. POOR INTEGRATION
- b. CAPACITY ISSUES
- c. INAPPROPRIATE SYSTEMS

What does your organization not do well?

- a. Threats
- b. Weaknesses
- c. Strengths

Coordination of roles and responsibilities:

- a. IMPROVED CAPACITY
- b. BETTER INTEGRATION
- c. APPROPRIATE SYSTEMS

C- Answer following: :(3 Marks)

1. Write the three approaches of involving the various stakeholders.
2. What are the three stages of developing Information Strategy?
3. What are the four key areas that changes affect on?

D- Fill the space with correct word: :(1 Mark)

Conduct, outsourcing, planned, Strategy, environment

1. If you don't want to do everything Yourself use
2. It is important to develop an organization's Informationwith all the stakeholders in mind.
3. The changes will especially affect on both in the internal and external.....
4. When joining a partnership, it is important to use codes of
5. An Information Strategy is a deliberate andapproach to achieving a vision for the future.

E- Link the equivalent words of following groups: :(1 Mark)

a. Director's Statements	1. Analysis's step
b. Activities of IM	2. sources of policy
c. strategy document	3. Part of strategy document
d. Outputs	4. Distribution

Example C.

F- Select false or true of the following statements :(1 Mark)

6. Information is a collection of unprocessed data.
7. Implementation software applications is part of IT
8. retrieval of information is part of IM.
9. A significant change in information management is the decrease in the quantity and quality of information on business related issues
10. To communicate your Information Strategy effectively u don't need to involve all stakeholders.

G- Choose the right answer :(1 Mark)

Indicates how a number of information-based activities work and relate to one another, to

achieve the desired objectives:

- d. Overall (Corporate)
- e. Information Strategy.
- f. Implementation plan.

Basis for Resource Allocation:

- a. POOR INTEGRATION
- b. CAPACITY ISSUES
- c. INAPPROPRIATE SYSTEMS

What are your organization's assets?

- d. Opportunities
- e. Threats
- f. Strengths

Identification of Critical Gaps;:

- a. IMPROVED CAPACITY
- b. BETTER INTEGRATION
- c. APPROPRIATE SYSTEMS

H- Answer following: :(3 Marks)

4. What are the stakeholders include?
5. How are the objectives in your Information Strategy should be?
6. What are the main categories of changes to the information environment?

I- Fill the space with correct word: :(1 Mark)

Mind , Agreements , vision , Share , People

1. If you don't want to do everything Yourselftasks with other organizations.
2. When joining a partnership, it is important to use means of formal.....
3. An Information Strategy is a deliberate and planned approach to achieving afor the future.
4. It is important to develop an organization's Information Strategy with all the stakeholders in.....
5. The changes will especially affect four key areas:....., Content, Technology, Organization.

J- Link the equivalent words of following groups: :(1 Mark)

a. strategy document

b. Information audit

c. Five-year plan

d. Acquisition of TMM

1. sources of policy

2. Part of strategy document

3. Security

4. Analysis/Action

K- Select false or true of the following statements :(1 Mark)

11. Information is a collection of unprocessed data.
12. Changes in IM are ways in which new information technologies may affect your information work.
13. Management of software applications is part of IT
14. It is not important to develop an organization's Information Strategy with all the stakeholders in mind.
15. Dissemination of information is part of IM.

L- Choose the right answer :(1 Mark)

Provides a clear vision of what the organization will be, specifying what must be done and the resources required:

- g. Overall (Corporate)
- h. Information Strategy.
- i. Implementation plan.

Improved Information exchange:

- d. POOR INTEGRATION
- e. CAPACITY ISSUES
- f. INAPPROPRIATE SYSTEMS

What economic challenges do you face?

- g. Opportunities
- h. Threats
- i. Strengths

Basis for Operational Decisions:

- a. IMPROVED CAPACITY
- b. BETTER INTEGRATION
- c. APPROPRIATE SYSTEMS

M- Answer following: :(3 Marks)

1. What are the methods for consulting stakeholders?
2. What are the four steps analysis's stage of developing Information Strategy?

3. To whom addressed the benefits of doing an Information Strategy?

N- Fill the space with correct word: :(1 Mark)

Stakeholders , Approach, Technology , Tasks , Instruments.

1. The changes will especially affect four key areas: People, Content,, Organization.
2. If you don't want to do everything Yourself sharewith other organizations.
3. When joining a partnership, it is important to use written.....
4. It is important to develop an organization's Information Strategy with all thein mind.
5. An Information Strategy is a deliberate and plannedto achieving a vision for the future.

O- Link the equivalent words of following groups: :(1 Mark)

a. Requirements	1. LOOKS GOOD
b. strategy document	2. Access
c. Activities of IM	3. sources of policy
d. IM Management	4. Analysis/Action

P- Select false or true of the following statements :(1 Mark)

16. Information is a collection of unprocessed data.
17. Changes in IM are ways in which new information technologies may affect your information work.
18. Management of software applications is part of IT
19. It is not important to develop an organization's Information Strategy with all the stakeholders in mind.
20. Dissemination of information is part of IM.

Q- Choose the right answer :(1 Mark)

Provides a clear vision of what the organization will be, specifying what must be done and the resources required:

- j. Overall (Corporate)
- k. Information Strategy.
- l. Implementation plan.

Improved Information exchange:

- g. POOR INTEGRATION
- h. CAPACITY ISSUES
- i. INAPPROPRIATE SYSTEMS

What economic challenges do you face?

- j. Opportunities
- k. Threats
- l. Strengths

Basis for Operational Decisions:

- a. IMPROVED CAPACITY
- b. BETTER INTEGRATION
- c. APPROPRIATE SYSTEMS

R- Answer following: :(3 Marks)

1. What are the methods for consulting stakeholders?
2. What are the four steps analysis's stage of developing Information Strategy?
3. To whom addressed the benefits of doing an Information Strategy?

S- Fill the space with correct word: :(1 Mark)

Stakeholders , Approach, Technology , Tasks , Instruments.

6. The changes will especially affect four key areas: People, Content,, Organization.
7. If you don't want to do everything Yourself sharewith other organizations.
8. When joining a partnership, it is important to use written.....
9. It is important to develop an organization's Information Strategy with all thein mind.
10. An Information Strategy is a deliberate and plannedto achieving a vision for the future.

T- Link the equivalent words of following groups: :(1 Mark)

a. Requirements	1. LOOKS GOOD
b. strategy document	2. Access
c. Activities of IM	3. sources of policy
d. Information	4. Analysis/evaluation

U- Select false or true of the following statements :(1 Mark)

21. Analysis of requests is not a method for assessing the information needs. F
22. Timeliness is a features of information as a commodity. t
23. Information access planning occurs in assessment of information needs. t
24. Access information means: mobilization from external sources. f
25. Aggregators are a type of external information providers. T
26. Platform providers are a type of internal information providers.f
27. An Information Access Plan must not take a feature of information as a commodity in consideration into account. F
28. Assessment of information needs is part of resource allocation process. T

V- Choose the right answer :(1 Mark)

Many organizations are prepared to pay for access to a digital version of an information product:

- m. Ownership of information. y
- n. Long-term Usability of information.
- o. Relevance of information.

The Internal information that an organization uses are:

- j. To be Ignored.
- k. To be mobilized . y
- l. To be acquired.

Materials that contain up-to-date information

- m. Frequency of use.
- n. No. of interested users
- o. Currency of information. y

The goal is to have practical materials:

- a. General Science.
- b. Professional Performance. y
- c. Core Science.

Answer following: :(3 Marks)

7. What are the three parts included in Information Access Plan?
8. What are the CRITERIA FOR INFORMATION SELECTION?
9. What are the management options (two actions) for improving the information access activities?

W- Fill the space with correct word: :(1 Mark)

Innovators, communication, status, current , facilities.

6. Require staff to cite ...current....information in their project proposals and results reporting.
7. Introduce ...fac...and procedures to make Internet access as widespread as resources permit.
8. Encourage and reward internal information "champions" and.....innov.....
9. Enhance the ...status.....and responsibilities of librarians.
10. The Internet can be a source of information and a means of.....comm....

X- Link the equivalent words of following groups: :(1 Mark)

a. mobilization from 4

b. Ownership 5

c. Assessment needs 2

d. Purchase refers to 4

1. Information as a commodity

2. resource allocation process

3. Assessing needs & priorities

4. Internal source

5. Intellectual property rights